



## CITY OF PHILADELPHIA

POLICE DEPARTMENT  
HEADQUARTERS, FRANKLIN SQUARE  
PHILADELPHIA, PENNSYLVANIA 19106

CHARLES H. RAMSEY  
Commissioner

July 6, 2011

Ms. Diana Lopez, Senior Editor  
Sunshine Review

RE: Pennsylvania Right-To-Know Act Request

Dear Ms. Lopez:

Your Pennsylvania Right-To-Know Act request dated 05-08-11 was received by this office on 05-09-11 for:

1. Records of salaries more than \$50k from January 1, 2008 to January 1, 2011.
2. Records of salaries from January 1, 1998 to January 1, 2001 for:
  - Captain/Captain
  - Deputy Superintendent
  - Superintendent
  - Superintend in chief
  - Commissioner
3. Benefits information in dollars for items 1 and 2.
4. Overtime paid to personnel who retired January 1, 2008 to 2010. For example if John Smith retired January 1, 2008. How much overtime was he paid?
5. Number of departmental-issued cell phones from January 1, 2008 to January 1, 2011. Also. Any relevant policy regarding department-issued cell phones and cell reimbursement.
6. Number of department-issued personal cars for take-home use from January 1, 2008 to January 1, 2011. Also, any relevant policy regarding department-issued cars and mileage reimbursement.

**DIANA LOPEZ**  
**PENNSYLVANIA RIGHT-TO-KNOW ACT REQUEST 05-08-11**

07-06-11  
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On 05-10-11 correspondence was sent to you acknowledging receipt of your request and also stated that I was asserting the City's right to (up to) an additional 30 calendar days to:

- a. ascertain if the requested record does exist,
- b. check legal review to determine whether the record is a record subject to access under the Act,
- c. determine if the request requires the redaction of a public record, and
- d. bona fide staffing limitations (in retrieving and reviewing the record requested).

After a review of your requests, the following determinations are as follows:

Requests #1 and #2 are granted. See attached Job Class Salary correspondence.

Request #3 is denied pursuant to Section 703 as insufficiently specific as the Philadelphia Police Department is unable to understand what you are requesting. The Act requires, among other things, that a written request "identify or describe the records sought with sufficient specificity to enable the agency to ascertain which records are being requested . . . ." 65 P.S. § 67.703. Your request for "*benefits information in dollars*" does not clearly describe what record(s) you are seeking to obtain.

Request #4 is granted. No such overtime is paid to department personnel who retire.

Request #5 is granted. There were 359 cell phones and 91 Blackberries in-service in year 2008. There were 246 cell phones and 212 Blackberries in-service in year 2009. There were 132 cell phones and 320 Blackberries in-service in year 2010. There were 80 cell phones and 372 Blackberries in-service in year 2011. There is no department directive or policy regarding cell phones or Blackberries issued.

Request #6 is granted. There were 515 unmarked department-issued vehicles in-service in year 2008. There were 474 unmarked department-issued vehicles in-service in 2009. There were 489 unmarked department-issued vehicles in-service in 2010. There were 486 unmarked department-issued vehicles in-service in 2011. Philadelphia Police Department Directive #45, Appendix "A", entitled "Take-Home Vehicle Policy" is attached to this correspondence.

Should you wish to challenge the determination for request #3, you may avail yourself of the appeal procedures as outlined in §P.S. 67.1101 of the Act. You have fifteen (15) business days from the mailing date of this letter to file with the:

Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225

DIANA LOPEZ  
PENNSYLVANIA RIGHT-TO-KNOW ACT REQUEST 05-08-11

07-06-11  
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FOR THE POLICE COMMISSIONER

Sincerely,

A handwritten signature in cursive script, appearing to read "Lt. Karyn Baldini".

Lieutenant Karyn Baldini #122  
Open Records Office  
Philadelphia Police Department  
750 Race Street, Room 203  
Philadelphia, PA 19106  
FAX: 215-686-1183  
Email: [police.research@phila.gov](mailto:police.research@phila.gov)

PHILADELPHIA POLICE DEPARTMENT  
AVERAGE JOB CLASS SALARIES

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JOB CLASS NUMBER	JOB CLASS DESCRIPTION	AVERAGE DAILY RATE	AVERAGE ANNUAL SALARY	AMT OF PERSONS IN THIS CLASS
D250	DEPUTY POLICE COMMISSIONER	549.3793	\$ 143,388.00	1
D393	*** DESCRIPTION UNKNOWN ***	525.4658	\$ 137,146.57	7
D457	*** DESCRIPTION UNKNOWN ***	732.7816	\$ 191,256.00	1
E695	*** DESCRIPTION UNKNOWN ***	338.2069	\$ 88,272.00	1
1A02	CLERK 1	108.1283	\$ 28,221.50	2
1A03	CLERK 2	121.6470	\$ 31,749.88	9
1A04	CLERK 3	138.8030	\$ 36,227.60	5
1A11	CLERK TYPST 1 (BILINGUAL, GEN)	106.5479	\$ 27,809.00	2
1A12	CLERK TYPST 2 (BILINGUAL, GEN)	117.3971	\$ 30,640.66	123
1A16	CLERK STENOGRAPHER 2	132.0575	\$ 34,467.00	1
1A18	SECRETARY	130.6854	\$ 34,108.90	21
1A19	POLICE DISTRICT CAPTAIN'S CLERK	130.4205	\$ 34,039.75	20
1A20	*** DESCRIPTION UNKNOWN ***	148.0881	\$ 38,651.00	9
1A22	CLERICAL SUPERVISOR 2	152.3422	\$ 39,761.33	3
1A37	SERVICE REPRESENTATIVE	120.0900	\$ 31,343.50	4
1A42	*** DESCRIPTION UNKNOWN ***	127.1966	\$ 33,198.33	6
1A91	*** DESCRIPTION UNKNOWN ***	105.0460	\$ 27,417.00	1
1B10	ACCOUNT CLERK	133.7787	\$ 34,916.25	4
1B25	DEPARTMENTAL PAYROLL CLERK	127.4099	\$ 33,254.00	8
1B27	DEPARTMENTAL PAYROLL SUPERVISOR 2	156.6360	\$ 40,882.00	1
1B39	*** DESCRIPTION UNKNOWN ***	203.0077	\$ 52,985.00	1
1B40	*** DESCRIPTION UNKNOWN ***	136.1826	\$ 35,543.66	12
1D02	DATA ENTRY OPERATOR 2	125.7701	\$ 32,826.00	1
1D41	DATA SERVICES SUPPORT CLERK	123.4847	\$ 32,229.50	4
1D54	NETWORK SUPPORT ASSOCIATE	152.9131	\$ 39,910.33	3
1D55	*** DESCRIPTION UNKNOWN ***	203.6462	\$ 53,151.66	6
1E06	NETWORK ADMINISTRATOR	299.7625	\$ 78,238.00	1
1E07	*** DESCRIPTION UNKNOWN ***	261.0077	\$ 68,123.00	1
1E64	SYSTEMS PROGRAMMER SUPERVISOR	302.8697	\$ 79,049.00	1
1E75	PROGRAMMER ANALYST 1	148.1111	\$ 38,657.00	1
1E76	PROGRAMMER ANALYST 2	158.4138	\$ 41,346.00	2
1E77	PROGRAMMER ANALYST 3	237.0076	\$ 61,859.00	5
1E79	PROGRAMMER ANALYST SUPERVISOR	302.8697	\$ 79,049.00	1
1E82	*** DESCRIPTION UNKNOWN ***	357.0038	\$ 93,178.00	1
1F06	STORES WORKER	130.6296	\$ 34,094.33	3
1F08	STORES SUPV (AUTO PARTS, GEN COMM)	139.1303	\$ 36,313.00	1
1F30	INVENTORY CONTROL TECHNICIAN	150.9042	\$ 39,386.00	1
1F39	*** DESCRIPTION UNKNOWN ***	235.1073	\$ 61,363.00	1
2A06	ACCOUNTANT	186.3716	\$ 48,643.00	1
2A33	FISCAL OFFICER	284.6015	\$ 74,281.00	1
2E08	DEPARTMENT PROCUREMENT SPECIALIST	177.2196	\$ 46,254.33	3
2H13	*** DESCRIPTION UNKNOWN ***	320.3793	\$ 83,619.00	1
2H58	PERSONNEL ASSISTANT 3	243.9847	\$ 63,680.00	1
2H78	OCCUPATIONAL SAFETY ADMN 2	282.9923	\$ 73,861.00	1
2H90	*** DESCRIPTION UNKNOWN ***	198.6781	\$ 51,855.00	3
2L06	ADMINISTRATIVE TRAINEE 1	153.9770	\$ 40,188.00	1
2L08	ADMINISTRATIVE SERVICES SUPERVISOR	164.6973	\$ 42,986.00	1
2L17	ADMINISTRATIVE SUPPORT SPECIALIST	207.6161	\$ 54,187.81	11
2L18	EXECUTIVE ASSISTANT	263.4865	\$ 68,770.00	2
2L20	ADMINISTRATIVE OFFICER	221.6169	\$ 57,842.00	1

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PHILADELPHIA POLICE DEPARTMENT  
AVERAGE JOB CLASS SALARIES

JOB CLASS NUMBER	JOB CLASS DESCRIPTION	AVERAGE DAILY RATE	AVERAGE ANNUAL SALARY	AMT OF PERSONS IN THIS CLASS
2N05	ADMINISTRATIVE SERVICES DIRECTOR 3	357.0038	\$ 93,178.00	1
3E21	*** DESCRIPTION UNKNOWN ***	176.9425	\$ 46,182.00	1
3E22	*** DESCRIPTION UNKNOWN ***	262.3218	\$ 68,466.00	1
3G32	*** DESCRIPTION UNKNOWN ***	138.6437	\$ 36,186.00	1
3G42	CRIMINALISTICS TECHNICIAN 2	164.8084	\$ 43,015.00	3
3H11	*** DESCRIPTION UNKNOWN ***	152.8173	\$ 39,885.33	3
3H18	*** DESCRIPTION UNKNOWN ***	243.1772	\$ 63,469.25	12
3H25	GRADUATE CHEMIST	149.8774	\$ 39,118.00	3
3H38	*** DESCRIPTION UNKNOWN ***	373.3908	\$ 97,455.00	1
3H40	POLICE CHEMIST	267.4894	\$ 69,814.75	4
3H41	*** DESCRIPTION UNKNOWN ***	83.419.00	\$ 83,419.00	3
3H48	FORENSIC SCIENTIST 1	160.7701	\$ 41,961.00	7
3H49	FORENSIC SCIENTIST 2	193.0666	\$ 50,390.39	23
4J60	*** DESCRIPTION UNKNOWN ***	209.2490	\$ 54,614.00	2
5H04	CORRECTIONAL OFFICER	151.2095	\$ 39,465.68	64
6A01	POLICE OFFICER RECRUIT	153.5373	\$ 40,073.26	150
6A02	POLICE OFFICER	217.8891	\$ 56,869.06	5012
6A03	POLICE CORPORAL	245.7025	\$ 64,128.36	177
6A04	POLICE SERGEANT	256.4473	\$ 66,926.33	534
6A05	POLICE LIEUTENANT	294.1292	\$ 76,767.74	235
6A06	POLICE CAPTAIN	341.3913	\$ 89,103.13	82
6A08	POLICE STAFF INSPECTOR	372.3793	\$ 97,191.00	1
6A09	POLICE INSPECTOR	388.4720	\$ 101,391.20	20
6A10	CHIEF POLICE INSPECTOR	443.7965	\$ 115,830.90	11
6A12	DETECTIVE	247.1389	\$ 64,503.27	544
6A33	POLICE GRAPHIC ARTISTS	258.7739	\$ 67,540.00	2
6C02	*** DESCRIPTION UNKNOWN ***	138.3640	\$ 36,113.00	1
6C04	FIREARMS EXAMINER	156.9847	\$ 40,973.00	1
6C05	*** DESCRIPTION UNKNOWN ***	132.8946	\$ 34,685.50	2
6C07	FINGERPRINT IDENTIFICATION TECH. 1	220.1494	\$ 57,459.00	1
6C11	FINGERPRINT IDENTIFICATION TECH. 1	113.7625	\$ 29,692.00	1
6C12	FINGERPRINT IDENTIFICATION TECH. 2	130.5785	\$ 34,081.00	3
6C13	FINGERPRINT IDENTIFICATION TECH. 2	149.1727	\$ 38,934.09	21
6C14	FINGERPRINT IDENTIFICATION SUPVR.	164.3946	\$ 42,907.00	5
6C15	FINGERPRINT IDENTIFICATION UNIT ADM	205.9349	\$ 53,749.00	1
6C17	*** DESCRIPTION UNKNOWN ***	183.9118	\$ 48,001.00	6
6C21	*** DESCRIPTION UNKNOWN ***	181.3122	\$ 47,322.50	16
6D03	MUNICIPAL GUARD	137.5402	\$ 35,898.00	1
6D44	SCHOOL CROSSING GUARD	54.1600	\$ 0.00	969
6J31	POL. COMM. DSPTCH. TRNEE. (BLINGAL, GEN)	126.1532	\$ 32,926.00	2
6J32	POL. COMM. DSPTCH. (BILINGUAL, GEN.)	144.0980	\$ 37,609.58	258
6J34	POLICE COMM. DSPTCH. SUPERVISOR	166.5402	\$ 43,467.00	2
7A71	HOSTLER	133.5900	\$ 34,867.00	1
7C01	AUTOMOTIVE DRIVER	132.0574	\$ 34,467.00	5
7C21	POLICE TOW TRUCK OPERATOR	147.6687	\$ 38,541.55	9
7C22	POLICE TOW TRUCK SUPERVISOR	165.2630	\$ 43,133.66	3
7C38	HEAVY DUTY WRECKER OPERATOR	155.8697	\$ 40,682.00	1
7D01	GENERAL DEPARTMENTAL WORKER	116.0881	\$ 30,299.00	1
7D11	CUSTODIAL WORKER 1	113.8333	\$ 29,710.50	36
7D13	CUSTODIAL WORK CREW CHIEF	130.7050	\$ 34,114.00	1

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PHILADELPHIA POLICE DEPARTMENT  
AVERAGE JOB CLASS SALARIES

JOB CLASS NUMBER	JOB CLASS DESCRIPTION	AVERAGE DAILY RATE	AVERAGE ANNUAL SALARY	AMT OF PERSONS IN THIS CLASS
7D15	CUSTODIAL WORK SUPERVISOR 2	161.7969	\$ 42,229.00	1
7L18	POLICE PHOTOGRAPHER	157.4229	\$ 41,087.40	10
7L19	POLICE PHOTOGRAPHER SUPERVISOR	168.3333	\$ 43,935.00	4



# PHILADELPHIA POLICE DEPARTMENT

**DIRECTIVE 45  
(8-12-10)**

## APPENDIX "A"

**SUBJECT: TAKE-HOME VEHICLE POLICY**

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### **I. POLICY**

- A. Take-Home vehicles shall include all City owned/leased vehicles as well as vehicles owned/leased by an outside agency, including but not limited to State and Federal agencies.
- B. Issuance of a Take-Home vehicle is premised upon the employee's position within the Philadelphia Police Department (PPD). Take-Home vehicles may not be used for personal use and family members or friends may not ride in Take-Home vehicles at any time. Take-Home vehicles are not to be used while off duty except for work related activities.
- C. Employees may not drive, operate or be in actual physical control of the movement of a Take-Home vehicle after drinking any amount of alcohol, or the abuse and/or illicit use of prescription, non-prescription drugs or controlled substances(s).
- D. Under normal, non-emergency operating conditions, employees will strictly adhere to all traffic laws and drive defensively in a safe and courteous manner. Employees are required to follow all provisions as outlined in Directive #45 entitled "Safe Operation of Police Vehicles".
- E. Take-Home vehicles may not be taken outside City limits except for legitimate work related purposes. Police Radio will be notified upon leaving and returning to the City limits. For employees who elect to move outside of the boundaries of the City of Philadelphia, in accordance with the provisions of Section G-6 of the Act 111 Interest Arbitration between the City and the Fraternal Order of Police (Residency) issued December 18, 2009, vehicles may be left at the City of Philadelphia Police facility closest to the employees home, for the daily commute and on non-working days.
- F. Commanders who are on terminal leave and are not expected to return to duty will contact the Fleet Liaison Officer at Macalester Street and Whitaker Avenue to turn the vehicle in.
- G. Commanders who are on a leave of absence or long term sick (30 days or more) will contact the Fleet Liaison Officer at Macalester Street and Whitaker Avenue to turn in the vehicle.

NOTE: The Police Department will provide transportation for personnel to the City Medical Evaluation Unit at 19<sup>th</sup> Street and Fairmount Avenue or to any other appointment that is job related.

- H. The misuse and/or abuse of a Take-Home vehicle may be cause for termination of the use of said vehicle and/or disciplinary action against the employee.

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**BY COMMAND OF THE POLICE COMMISSIONER**

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